

REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION

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MAY 20, 2003

FROM: BILL MOSELEY, Director  
Veterans Affairs

SUBJECT: APPROPRIATION TRANSFER FROM SALARIES AND BENEFITS TO  
SERVICES AND SUPPLIES

**RECOMMENDATION:** Transfer \$35,000 from Salaries and Benefits to Services and Supplies to provide sufficient appropriation authority to pay expenditures incurred in fiscal year 2001/2002 and develop a computer program for mandatory state reporting as detailed in the Financial Impact Section.

**BACKGROUND INFORMATION:** This item requests a transfer of appropriations in the amount of \$35,000 from Salaries and Benefits to Services and Supplies. Additional appropriations are needed in Services and Supplies for the following reasons:

- Approximately \$10,000 in expenditures incurred in FY 01/02 were carried forward into FY 02/03. Invoices for computer equipment from a vendor were misdirected to another County department. The invoices were subsequently received by Veteran Affairs after the Auditor's payment cut off date for FY 01/02 purchases. In addition, another vendor was unable to bill the department until after the FY 01/02 payment cut-off date for a computer purchase. In both cases, the charges were mistakenly omitted from the accrual documents.
- Veteran Affairs must develop and implement a new computer program. Bi-annually, the department reports to the State of California the amount of workload completed for the State's Medi-Cal Cost Avoidance and Veterans' Subvention programs in the County of San Bernardino. Based on reported workload, the County receives revenue payments from the State. The Department's current database that reports this information has become outdated, and has grown too large for the program where it resides. Consequently, the program frequently crashes and may lose critical information. During the past five months, the department has been working with the Human Services System (HSS) Information Technology and Support Division (ITSD) to replace the application with a new program. ITSD estimates the cost of developing and implementing the new program to be approximately \$25,000.

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The salary savings available for transfer to Service and Supplies results from the following factors:

- Since December 5, 2002, one (1) budgeted Veterans Service Representative (VSR) has been on Short Term Disability, and is not expected to return to work in FY 02/03. A salary savings of \$18,978 is expected. .
- An Executive Secretary II, budgeted at full time, requested to work part-time due to personal reasons, producing a salary savings of \$8,886.
- A VSR, paid at the lowest range, replaced an employee who terminated employment in a position budgeted for a higher range, saving \$3,464.
- An unanticipated personnel change resulted in a VSR paid at the lowest range, replacing an employee who was budgeted at the top salary range. This resulted in a savings of \$14,095.
- Due to the above factors Salaries and Benefits savings of \$45,423 is anticipated for FY 02/03.

Approval of this item will enable the Department to transfer \$35,000 in Salary and Benefit savings to Services and Supplies to pay FY 01/02 expenses paid in FY 02/03 as well as to develop an enhance computer system for state reporting requirements.

**REVIEW BY OTHERS:** This Agenda Item has been reviewed by HSS Finance (Kris Letterman, Administrative Manager) on April 30, 2003 and the County Administrative Office (Gary Morris, Administrative Analyst) on May 8, 2003.

## **FINANCIAL IMPACT:**

This item transfers appropriations from Salaries and Benefits to Services and Supplies. There is no local cost.

### **Recommendation Detail**

Authorize the Auditor Controller to make the following adjustments in appropriations:

### **Appropriations**

<u>Fund</u>	<u>Dept</u>	<u>Org</u>	<u>Object</u>	<u>Description</u>	<u>Decrease Amount</u>	<u>Increase Amount</u>
AAA	VAF	VAF	1010	Salaries	\$35,000	
AAA	VAF	VAF	2305	General Office		\$2,940
AAA	VAF	VAF	2895	Rents & Leases		\$7,100
AAA	VAF	VAF	2115	Computer Software		\$24,960
<b>Total</b>					<b>\$35,000</b>	<b>\$35,000</b>

**SUPERVISORIAL DISTRICT(S):** All

**PRESENTER:** Bill Moseley, Director Veterans Affairs, 387-5527